

THE NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF HUMAN RESOURCES

65 COURT STREET

BROOKLYN, NEW YORK 11201

POSTED DATE: November 25, 2014

DEADLINE DATE: January 5, 2015

SCHOOL SOCIAL WORKER VACANCY CIRCULAR NO. 12, 2014-2015

(SUBJECT TO BUDGET AVAILABILITY)

POSITION: SCHOOL SOCIAL WORKER

(INTERNAL CANDIDATES ONLY)

LOCATION: Various locations throughout New York City;

SELECTION CRITERIA:

- **New York State Certification in Social Work**
- **Experience in conducting social histories**
- **Knowledge of developmental milestones for pre-school students**
- **Ability to communicate with parents, agencies and school personnel**
- **Knowledge of the pre-school continuum of services, regulations of the Commissioner and New York City Policies**
- **Knowledge of due process rights**

DUTIES AND RESPONSIBILITIES:

- **Serving as a member of a Preschool Assessment Center (PRAC) team, made up of a School Social Worker, School Psychologist and Speech Improvement Teacher. The multidisciplinary team conducts assessments of preschoolers in a variety of settings including Head Start, daycare, Early Learn or the child's home. In addition, members of the team participate in Committee on Preschool Special Education IEP conferences**
- **Assists parents with transition from Early Intervention**
- **Reviews requests for referrals**
- **Conducts social histories and seeks consent for assessments**
- **Conducts formal and informal assessments and prepare written reports**
- **Provides consultation on all matters relating to social and emotional competencies of children referred for evaluation to staff and agencies**
- **Participate in CPSE/CSE reviews**

- Represent the DOE at Mediations and Impartial Due Process Hearings
- Perform other duties as assigned by the CSE Chairperson

HOURS /WORK YEAR: AS PER UFT COLLECTIVE BARGAINING AGREEMENT

SALARY: AS PER UFT COLLECTIVE BARGAINING AGREEMENT

Please send resume and cover letter to the email address; RThomas@schools.nyc.gov, by January 5, 2015

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: 

**Charles Peeples, Executive Director, Office of Field Information & Services
Division of Human Resources**